

## School outing checklist

This list applies to all outings whether they involve a whole class or just a group, whether we need to book a coach or not, or ask for extra helpers.

- Notify the Office as soon as you have arranged a visit. The relevant checklist will then be set up depending on the type of visit.
- You will be given a copy of the relevant checklist to help in organising the visit.

For those outings which are only local or involve only part of a class a new checklist will need to be set up. Below is a suggested list:-

- Choose and identify to the Office the person in the team who will be responsible for checking the items on the checklist.
- Notify parents of those going out and remind them they have signed a blanket consent form for local walks.
- For those children with allergies - for some visits you may have to check with parents beforehand if it would be appropriate for them to be chosen to go on the visit.
- Identified responsible person collects any necessary inhalers or Epipens to take on the visit when they collect the First Aid kit and returns them to the Office afterwards.
- Responsible person supervises those with special requirements during the visit. They report back to the teacher/parents after the visit.
- Adults accompanying children on a visit must be informed that they are not to phone ANYONE if there is an incident/accident. That is for the trip leader to do. There is a small card with phone numbers for use in case of an emergency. This will be supplied with the First Aid kit. See below for wording on card.
- Under the latest legislation a risk assessment must be undertaken and a copy kept in the Risk Assessments file in the Office for future reference. Please see the latest "Guidelines for Educational Visits and Outdoor Educational Activities" which is kept in the Head's Office.

## Emergency card wording

### IN CASE OF FATALITY OR EMERGENCY

- INFORM LOCAL EMERGENCY SERVICES
- INFORM DUTY OFFICER (work tel: 01737 737959)  
(home tel: 60)  
(fax: 61)
- IF D.O. UNAVAILABLE, CALL SURREY POLICE HQ.  
MOUNT BROWNE (Tel: 01483 571212)  
Ask for Force Information Centre Ext 2050
- DO NOT SPEAK TO PRESS OR MEDIA  
REFER TO SURREY COUNTY COUNCIL  
PUBLIC RELATIONS OFFICER (Daytime Tel: 0181-541-9017/8979/9962  
Or Out of hours Tel: 0181-541-8800)
- DO NOT ALLOW STAFF OR YOUNG PEOPLE TO PHONE HOME UNTIL  
AFTER CONTACT HAS BEEN MADE WITH OUR DUTY OFFICER OR MOUNT  
BROWNE

### WHEN CONTACTING DUTY OFFICER OR MOUNT BROWNE BE PREPARED TO GIVE THE FOLLOWING INFORMATION:

- QUOTE 'OPERATION DUKE'
- YOUR FULL NAME
- THE TELEPHONE NUMBER YOU ARE CALLING FROM
- NAME OF GROUP INVOLVED
- EXACT NATURE OF INCIDENT
- IS A FATALITY INVOLVED? HAS IT BEEN CONFIRMED? BY WHOM?
- FULL NAME(S) AND AGES OF INJURED PERSON(S)
- EXACT NATURE OF INJURIES
- WHETHER LOCAL POLICE OR EMERGENCY SERVICES HAVE  
BEEN INFORMED
- WHETHER ANY NEXT OF KIN HAVE BEEN INFORMED, IF SO HOW?
- (IF CONTACTING MOUNT BROWNE) NAME OF UNOBTAINABLE  
DUTY OFFICER